



DEPARTMENT OF INDUSTRIAL RELATIONS
EXAMINATION ANNOUNCEMENT FOR
JUNIOR INDUSTRIAL HYGIENIST
IC60 3824 6IR18
OPEN



AN AFFIRMATIVE ACTION EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS

WHO SHOULD APPLY	Applicants who meet the minimum qualifications (entrance requirements) as stated below as of June 2, 2006, the final filing date.
HOW TO APPLY	Applications (Form 678) are available at the Department of Industrial Relations Personnel Office/Exam Unit, 455 Golden Gate Avenue, 8 th Floor in San Francisco CA 94102. This form and information about the examination can be accessed at the department website at http://www.dir.ca.gov/dirjobs/dirjobs.htm .
FINAL FILING DATE	Applications (Form 678) must be addressed and mailed to the Department of Industrial Relations, Attention Examination Unit, P.O. Box 420603, San Francisco, CA 94142, and POSTMARKED by the United States Postal Service (a postmark by a "leased" meter will not be accepted) no later than June 2, 2006, the final filing date. Applications postmarked, personally delivered or received via inter-office mail after the final filing period will not be accepted for any reason
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SALARY RANGE	\$3273-3760 per month
LOCATIONS OF POSITIONS	Positions are located statewide with the Division of Occupation Safety and Health in the Department of Industrial Relations.
ELIGIBLE LIST INFORMATION	An eligible list will be established for the Department of Industrial Relations (excluding State Compensation Insurance Fund). Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
EXAMINATION INFORMATION	Candidates who meet the Requirements for Admittance to the Examination (minimum qualifications) will be scheduled to take a written test on July 8, 2006.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: All applicants must meet the education and/or experience requirements for this examination by July 8, 2006, the written test date.
MINIMUM QUALIFICATIONS	Education: Equivalent to graduation from college with major work in industrial hygiene, environmental health, engineering, chemistry, biology, physics, medicine, public health, or in a field directly related to occupational health and safety.

(Continued on reverse side)

	Note: Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered for appointment
POSITION DESCRIPTION	This is the trainee level. Under close supervision of other professional staff, an incumbent performs the less complex industrial hygiene field work; assists higher level professional staff in conducting preliminary surveys and inspections of occupational environments, and in the studies of potential health hazards of specific substances or in specific industries or processes; prepares reports of findings and makes recommendations for the control of hazardous conditions for review by other industrial hygiene personnel; assists in the construction and use of special field apparatus for monitoring or collecting samples; collects morbidity statistics from industrial establishments; prepare correspondence; and does other related work.
WRITTEN TEST WEIGHTED –100%	Scope: A. Knowledge of: 1. Basic principles of industrial hygiene, environmental health, and State and Federal laws, rules, and regulations on the health of industrial workers; and 2. Basic concepts of apparatus used to monitor and/or collect samples of substances for analysis. B. Ability to: 1. Analyze situations accurately, derive recommendations, and take effective action; 2. Establish and maintain cooperative relations with those contacted in the course of the work; 3. Communicate effectively; and 4. Prepare clear and concise reports.
VETERANS PREFERENCE	Veterans' preference points will be added to the final score of all open competitors in this examination who qualify for, and have requested these points and who are successful in all parts of the examination.

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the Personnel Office at 1-800-564-0771 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department of Industrial Relations.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination regardless of date, must be used in the following order: 1) sub-divisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) servicewide promotional; 5) departmental open; and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated in this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.